

Section 7: FCRB Review Process Procedures – Appendix 2

7.A. Initiation of Case

- 1) DHS Central Office will send the **monthly Foster Care extract report (auto-generated report from the DHS FACS system)** to the **Deputy Program Administrator for FCRB** in the first week of each month showing all children under DHS supervision as of the previous month. A sample copy of the report and explanation of each of the data fields on the report is provided in Resource 16.
- 2) CAB staff receives the **monthly Foster Care extract report** from DHS Central Office, organizes the report **with various filtered worksheets (FCRB Counties, Removals and Placement Changes, Discharges, JCS, over 18, etc.)**, and forwards to FCRB staff.
- 3) Upon receipt of the report, the Administrative Assistant (AA) will check for new cases (for which the “FosterCareEpisodeBeginDate” is in the month that is two months prior to the report date)/discharges/change in placements and change in workers for cases that match the criteria for review for the county.
- 4) When a new case with a “FosterCareEpisodeBeginDate” in the month two months prior to the report date matches the review criteria, the AA will enter the case data for the child into the FCRBDB. If there is a question regarding a case the AA will contact the designated DHS Designee (Resource 17) as the primary FCRB contact for the area.
- 5) AA will check for documents in EDMS. If all of the needed documents are not on EDMS the AA will contact the providing agency directly and request the information.
- 6) AA will download documents onto the hard drive.
- 7) AA will rename documents before storing electronically.
 - a) Documents for Google Drive shared folders will be named using the format of YEAR/MO/DY Document Type (Child Name)
 - b) Documents are uploaded to Google Drive for each board.
- 8) The AA will search for the child in the FCRBDB. If the child is an inactive case in the FCRBDB the AA will complete the following steps:
 - a) On the main screen:
 - Uncheck the inactive box at the top of the screen
 - Complete the Entered Date field with the date the child entered Care
 - b) On the placement screen, enter:
 - Name of the placement
 - Placement type
 - Placement date
 - Add to interested party list by clicking the spreadsheet looking box
 - c) On the review screen, enter
 - Date of Review
 - Location
 - Local Board
 - Case Facilitator
 - d) Update Interested Parties, CPP info, Court Dates and JV#'s

- 9) The AA will enter the following when the child is new:
- a) On the main screen, enter:
 - Child's Name: first and last
 - Date of Birth
 - Race
 - Board-The Local Board will automatically fill in once the Review Screen is completed.
 - Home County
 - Court # - there is an additional box for a second Court #
 - Agency
 - Entered Date
 - b) On the Parent Screen:
 - Search for the parent's name, if they are not in the system do the following:
 - Double click on the name field, this will take you to another screen
 - Enter the name, address and phone number and save.
 - If the name is in the system, select the name.
 - Verify information to be correct or change.
 - Add relationship
 - Letter heading
 - Click the spreadsheet to add to in the interested party list.
 - c) Sibling Screen, enter
 - Search for name of sibling
 - If sibling is not in FCRBDB, add by typing last name/first name
 - Check the box if the sibling is a half sibling
 - Date of Birth
 - Check the box if the sibling is in foster care
 - e) Placement Screen, enter
 - Search for Name of Placement, if not in system, add the new location
 - Verify information is correct
 - Admission Date
 - Placement Date
 - Placement Type
 - Click the spreadsheet icon to add to Interested Party Screen
 - e) Interested Party Screen, enter
 - Search for the interested party, if not in the system, add the new person
 - Relationship
 - DHS/DHS Supervisor will be added in this screen but check as Do Not Notify since they will receive the agenda. (Judges and County Attorneys also receive the agenda and not a computer generated notice.)
 - f) Review Screen, enter
 - Review Date
 - The AA will schedule the initial review at five months to be ahead of the court date.
 - This could change due to boards only meeting every other month or to get in line with court when possible.
 - Location of the review (drop down box)
 - Local Board-this field will fill in the Local Board field on the front screen
 - Case Facilitator
 - g) CPP Document Screen, enter
 - CPP Date and Permanency Goal

7.B. Preparation for and Scheduling of Reviews

- 1) The AA will create a prelist at 40 calendar days prior to review day by doing the following:
 - a) Run Monthly Projected In-House Report within the FCRBDB on the Report Screen
 - Select District
 - Enter Beginning Date
 - Enter End Date
 - Click Preview
 - Export to PDF or XPS
 - Save
 - Forward 40 Day Prelist to DHS Supervisor designated for area. If the DHS designee does not respond within 5 days, AAs will call the supervisor to finalize the agenda. If the designee does not respond in 2 work days, the AA will notify the DHS SWA of the issue.
- 2) The AA will create an agenda 35 calendar days prior to review
 - a) Run Monthly Projected In-House Report.
 - b) Open agenda template in Microsoft Word.
 - Prior review day agenda can be used as the template.
 - All Boards will have designated start/end times.
 - Reviews will have a 40 minute time slot unless the Local Coordinator or Facilitator advises otherwise.
 - For sibling groups add more time if advised by Chairperson or Facilitator
 - Reviews for cases in which the child is placed in Trial Home Visit or where Termination of Parental Rights has occurred should be scheduled at the end of the board meeting to minimize schedule changes that might be needed.
 - Designate a Lead Questioner (LQ) for each filled slot. If a child/sib group has been previously reviewed, assign to the same LQ for consistency and familiarity, whenever possible. Other slots should be assigned in a manner to equally share the LQ responsibility.
 - Include in-service training during Board meetings as needed to achieve a total of 6 hours in-service training annually.
 - c) Slot length may vary due to: complexity of the case; number of siblings in the slot; 1st time review or approaching permanency hearing; history of IP attendance, etc. Input from the Board Members, based on knowledge of the case via past reviews will also be taken into consideration. Generally:
 - for each child/sibling group differentiated by multiple involved fathers or step/mothers, confidentiality is a special concern. It is important to assure that only information that is legally available for a parent is discussed in their presence. This may require a review slot to be divided, bringing in parents separately to provide their testimony and writing separate reports for each set of parents. Allowing extra slot time on the agenda for such situations is warranted. Alternately, the AA may, in consultation with the Local Coordinator and Board Members, choose to have the child/sibling group placed into separate time slots and require separate reports.
 - youth 14 years and older will be scheduled for an individual review if time allows on the agenda; all youth 14 and older need to have their own report due to confidentiality issues (younger sibling information cannot be contained in the older sibling's report). If time does not allow for individual reviews, sibling groups

with children aged both under and over age 14 will be reviewed in the same slot; however a child over age 14 will be provided a separate report from any siblings.

- siblings under age 14 in different levels of care (eg, foster home, institution, etc) will be reviewed in the same slot, and can be included in the same FCRB Report.
 - Individual youth/sibling cases in which the court has issued a “No Contact” order between parents will require separate slots and separate FCRB Reports that reflect only information related to the specific parent;
 - If the “No Contact” order is between the child and parent(s), a review slot will be scheduled for the youth separate from the parents. DHS, GAL, FSRP, placement and any provider working with the child will be invited to the child’s review. When a case has a no contact order between the child and parent(s), the AA shall consult with the FCRB Program Manager for scheduling and report distribution. Note: the agenda may include a time buffer between reviews where no contact is ordered.
- d) The AA will contact the Local Coordinator and DHS Supervisor designated for the area at 35 calendar days prior to review to finalize agenda. (Resource 17)
 - e) If the DHS Supervisor does not respond to the review request within 2 working days, the AA will contact the Service Areas designated SWA.
- 3) The AA will distribute the agenda to the following persons by email 30 calendar days prior to the review:
 - a) DHS Caseworker
 - b) DHS Supervisor
 - c) County Attorney
 - d) Juvenile Court Judge
 - e) Facilitator
 - f) Local Coordinator
 - 4) The AA will verify information pertaining to cases is correct and all information has been received. If additional documents are needed, the AA will check EDMS first. If not available on EDMS, the AA will request them from the providing agency.
 - 5) The AA will send notification of the review to all interested parties **21** calendar days prior to the review (**or no sooner than 30 calendar days prior**) by completing the steps listed below in the FCRBDB. All notices shall include a statement that the person notified has the right to representation by counsel at the review.

In addition to the parties listed under 3) above, the AA will send notices to:

- The parent or parents of the child unless termination of parental rights has occurred;
- The foster care provider of the child;
- The child receiving foster care if the child is fourteen years of age or older;
- The guardian ad litem of the foster child.
- The person providing services to the child.
- The child’s attorney / **guardian ad litem**
- **Attorney(s) for the parent(s)**
- **Any additional support persons or services noted in the case**

CASA Advocates and Coaches, school personnel and Parent Partners are also invited to reviews where applicable.

Whenever possible, the AA will send the notification by email to interested parties who are required to meet the same confidentiality requirements as CAB staff and volunteers. To email these interested parties, copy the body of the notice and paste it into the body of the email. Add the child's name, date of review, time of review and location (See Resource 22 for wording). When an email address is not available for such an interested party, the AA will send by regular mail. For other interested parties, the notice will be sent by regular mail.

- a) On the Review Screen:
 - Verify all information is correct
 - Add time of review
 - b) On the Report Screen:
 - Click Review Notices
 - Search by the child's last name and select
 - c) Click print letters
 - Interested party letters will be printed on State of Iowa letterhead
 - Mail letters
- 6) Include **Q&A FCRB Sheets (for first time reviews)** and FCRB Questionnaires with the notifications for Youth, Placements and Parents. If another IP Type indicates non-attendance at an upcoming review, the AA shall send them a copy of the IP Questionnaire. All returned Questionnaires are provided to the facilitator and Board Members for review and inclusion in the FCRB Report.
- 7) The AA will prepare and ensure distribution of the following documents for review day for completion by the Facilitator, Board Members and interested parties:
- a) Facilitator Invoice (Resource 23)
 - b) **Interested Party list from the FCRB Database (list of people notified and invited to attend a review.)**
 - c) Chair Meeting Summary (Resource 24) – **revised in 2018**
 - d) Facilitator Summary (Resource 26)
 - e) FCRB Tracking Sheet for Hours and Miles (Resource 27)
 - f) Comment Cards (Resource 25) – **revised in 2018**
 - g) LQ Worksheet (Resource 29a) – **revised in 2018**
 - h) Signed Confidentiality Form & Release Forms
 - i) In-service training materials when scheduled
- 8) The AA will seek to verify that a quorum (minimum of 3 Board Members) is available for an FCRB meeting, by monitoring feedback from Chairperson Summaries, Facilitator Summaries, communication from Board Members, and other sources. This may occasionally require contacting Board Members to confirm their intention to be present for the scheduled reviews, or contacting alternate Board Members from other FCRBs who have expressed interest in serving as substitutes to complete quorums. In the event that fewer than 3 Board Members are able to participate, the AA will immediately notify the Facilitator. A quorum consists of at least three local Board Members or

alternates. A quorum shall be present before cases can be reviewed and recommendations can be voted on. At least two Board Members must be present during questioning of interested parties.

- 9) The Facilitator shall arrange to be present for all FCRB meetings, and to prioritize the work of the FCRB review day over other interests. It is expected that the Facilitator will schedule vacations and other time off to not interfere with FCRB meetings, as any absences from a review meeting would create a hardship for Board Members, families, and CAB staff. If a situation arises wherein the Facilitator must be absent, efforts will be made to hold the meeting **using the assigned emergency back-up facilitator or other staff person as appropriate**. Facilitator absences shall be addressed in the following manner:
 - a) Unanticipated absence: If a Facilitator has a last-minute emergency arise which will require the Facilitator to either be late for the meeting or absent from the meeting altogether, it is imperative that the Local Coordinator and AA be informed by direct phone contact as soon as possible. Arrangements will need to be made to provide the draft FCRB Reports to the Local Coordinator and AA. Depending on availability of a substitute, the meeting start time may need to be delayed or the meeting day cancelled altogether.
 - b) Anticipated absence: If a Facilitator must be absent due to a known situation such as a funeral, the Local Coordinator **and Deputy Program Administrator** is to be informed by direct phone contact as soon as the conflict is known, so that options/arrangements can be discussed.

7.C. Conduct of the Review

- 1) Purpose of the review. Iowa law requires each review to consider the following:
 - a) The past, current, and future status of the child and placement as shown through the case permanency plan and case progress reports submitted by the agency responsible for the placement of the child and other information the board may require.
 - b) The efforts of the agency responsible for the placement of the child to locate and provide services to the biological or adoptive parents of the child.
 - c) The efforts of the agency responsible for the placement of the child to facilitate the return of the child to the home or to find an alternative permanent placement other than foster care if reunion with the parent or previous custodian is not feasible. The agency shall report to the board all factors which either favor or mitigate against a decision or alternative with regard to these matters.
- 2) The review steps.
 - a) Facilitator will arrive at board location to have room set up and signs placed prior to administrative time.
 - b) Facilitator will lead administrative time to see if Board has any questions, concerns or possible conflicts of interest regarding the day's agenda.
 - c) Facilitator will pass out necessary documents
 - Chair Meeting Summary-(Resource 24)
 - Chair Announcement to IPs-(Resource 30)
 - d) Facilitator will go to the waiting area to greet the IPs, and lead them to the meeting room. If an interested party brings a support person outside of the nuclear family (relative, friend, significant other, etc.), the Facilitator will ask the Interested Parties if

- they are in agreement to the individual sitting in on the review. Confidentiality forms need to be signed by all persons 18 years or older who are not interested parties to the case and were not invited to the review by the local FCRB office.
- If there are no objections, the Facilitator will have the IPs sign the Release Form (Resource 39) and have the individual sign a confidentiality agreement (Resource 40) before the individual participates in the review.
 - If there are objections, the individual can provide a statement to the Board prior to the review discussion and after providing the statement, the individual needs to leave or remain in the waiting area until the conclusion of the review if they came with an IP.
- e) Facilitator will start by introducing the case and the Board: “We are here today in the interest of (youth name). Let me begin by introducing those present to the board.”
 - f) Facilitator will introduce interested parties by name and relationship to the child; introduce any foster parent by first name only.
 - g) Board chairperson will read statement regarding confidentiality and board experience (Resource 30) [If all IPs have previously participated in a review, the Chairperson will still read the first paragraph but the rest of the statement is then optional]
 - h) Board Chairperson will hand off review to Lead Questioner for case.
 - i) Lead Questioner will use the Lead Questioner Worksheet to guide the review (Resource 29a)
 - j) Following the testimony time, the Facilitator provides the “read back” of testimony from the draft FCRB Report. **The read back is to be organized and arranged by DOMAIN AREA.** Any corrections or clarifications by the IPs or Board Members are to be noted in the draft FCRB Report.
 - k) If applicable, the Facilitator next reads back any Recommendations from the child’s previous final FCRB Report, and asks the IPs for a status update. Depending on the information received, the Facilitator will ask the Board whether label the prior recommendation as “Achieved”, “Not Achieved”, “Ongoing” or “No longer applicable”.
 - l) The Facilitator states “The permanency goal for this child is (goal) by (date). Does the FCRB support this goal?” If the majority answers “no”, determine why and include the preferred goal on the draft FCRB Report. Next the Facilitator asks the Board Members for any Recommendations for DHS, or for anyone else associated with the case. Recommendations are written into the draft FCRB Report.
 - If it appears to the Facilitator or any Board Member that private discussion before completing the Findings and Recommendations would be helpful, the Facilitator may ask if the Board wants five minutes for private discussion before making its findings and recommendations:
 - If yes, the Facilitator will escort the Interested Parties to the waiting area. Keep the break to the five minute limit.
 - Write the Findings and Recommendations.
 - Facilitator will bring Interested Parties back to the meeting room and read the Findings and Recommendations.
 - Facilitator will guide Interested Parties to the door, and hand out Comment Cards for completion in the waiting area.

- Facilitator will thank Interested Parties for their participation.
 - k) Prior to starting the next review on the agenda, the LQ will summarize the case. The Facilitator will see if there are any questions or concerns. Repeat the above process for next reviews.
 - l) At the conclusion of the review day the Facilitator will ensure that Comment Cards are collected from participants, that Board Members submit time (preparation, board day and travel time) spent and mileage for the Board day (Resource 27) and confirm Lead Questioner assignments for the next meeting. Facilitator will go over Comment Cards received during the day's review.
 - m) Facilitator will go over Comment Cards received during the day's review.
 - n) If scheduled on the agenda, the Facilitator will deliver the training session.
- 3) Dealing with threats, violence or safety concerns.
- a) Sometimes written reports or other information supplied by DHS or other sources indicates that a person or persons invited to participate in a child's review has a past history of violence. In such instances, it is prudent for the Local Coordinator to consult with the Facilitator and the Chairperson to determine whether to alert local law enforcement of the time and location of the review, for quick intervention if needed.
 - b) Occasionally a review situation may produce an overt or perceived threat to the welfare of persons involved in the review setting. Threatening or violent behavior is not to be tolerated. The Facilitator is to inform the person of the need to demonstrate control of their behaviors; if that is not workable, the person can be dismissed from the review, or the review cancelled altogether.
 - c) Safety is a primary concern for all participants, and prudent action by the Facilitator and Board Members is expected. Devising a safety plan in advance (eg, arrangement of the room to allow unobstructed exit, available cell phone for dialing 911) is advised.
- 4) Board Members and Facilitators will handle conflicts of interest related to their participation in case reviews by a local board as follows:
- a) If a Facilitator has a conflict of interest regarding a child or family, (s)he will contact the Local Coordinator to arrange for the review to be conducted by staff or another contract facilitator.
 - The Local Coordinator will notify the AA of any facilitator changes.
 - The AA will amend facilitators' invoices to reflect any necessary changes.
 - The AA will ensure that the substitute facilitator has case file documentation for any case (s)he will facilitate.
 - The Facilitator with the conflict will leave the meeting room for the duration of the review, and will not participate in any portion of testimony, deliberation or Board Report findings or recommendations.
 - b) If a Board Member has a conflict of interest regarding a child or family, (s)he will notify the AA and Local Coordinator of the need to be recused from the identified review.
 - The AA will ensure quorum for the review.
 - The AA will reassign lead questioner responsibility if needed.
 - The AA will notify the Facilitator.

- The Board Member with the conflict will leave the meeting room for the duration of the review, and will not participate in any portion of testimony, deliberation or Board Report findings or recommendations.
- 5) Dealing with Interested Party requests to tape record a foster care review board meeting
 - a) Due to the need to maintain the confidentiality of the information shared during a foster care review board meeting, CAB does not allow any participant to record the meeting with the exception of the FCRB facilitator who may record his/her read back of the information that will be in the foster care review board report.
 - i. If a Facilitator chooses to record his/her read back, (s)he must disclose to the interested parties that the read back is being recorded to assist in writing the board report.
 - ii. Any recordings of read backs must be erased when reports are distributed at 15 calendar days post-review.
 - 6) Handling a case when no Interested Parties attend or provide written or recorded testimony
 - a) Foster care review board reports will be submitted for scheduled reviews where there is no interested party attendance or written/recorded testimony.
 - b) The Facilitator will document lack of attendance and/or participation and include recommendations by the Board based on what information was available in the file.
 - c) Facilitators are paid for the report.
 - d) AA will reschedule the review.

7.D. Post Review Activities

- 1) Facilitator will complete and submit using the state email account to the Local Coordinator draft reports on FCRB letterhead within 5 calendar days of review day. Use Resource 32a-c: FCRB Report Templates and follow the FCRB Process and Report Writing Guide, Resource 54. The reports shall include correct information about each of the following:
 - a) JVJV#
 - b) Number of Reviews
 - c) Date of Birth
 - d) Date of last case plan
 - e) Date of next court hearing
 - f) Date of next review
 - g) Interested party list on final page of report
- 2) The **assigned FCRB editor** will review the draft report with the Facilitator by phone or email and the Facilitator will correct or edit the report as directed and return the corrected copy to the **FCRB editor** within 2 working days. The **FCRB editor's** review and direction to the Facilitator shall include:
 - a) Grammar and typographical errors
 - b) Content concerns including testimony, Findings, and Recommendations
- 3) Upon receipt of the corrected report, the **FCRB editor** will repeat the activity in 2) above if further corrections are needed. When the report is completely correct, the **Facilitator** will transmit the report to the AA within 12 calendar days of the review hearing. AA will use information in the FCRBDB to check and correct any errors in the report's first

portion (regarding dates, juvenile number, review number, next review date, etc) and the report's final portion (attendees, distribution of report).

- 4) Facilitator will submit the following documents to the AA within 5 business days:
 - a) Facilitator Meeting Summary-(Resource 26)
 - b) Chair Meeting Summary-(Resource 24)
 - c) Board files
 - d) Comment Cards-(Resource 25)
 - e) FCRB Hours/Miles Tracking Sheet-(Resource 27)
 - f) Signed Facilitator Invoice
 - g) Completed in-service training evaluations
 - h) Signed Confidentiality Form & Release Forms, when applicable
 - i) Updated Interested Party list with noted changes
- 5) Upon receipt of the **FCRB editor**-approved Board Reports and all documents listed in paragraph 4, the AA will process the Facilitator Invoice and forward to the state office AA for further processing. See *Appendix 1: FCRB Facilitator Handbook* for payment information on pages 9-10.
- 6) No later than 15 calendar days after the FCRB hearing, the AA will input the report into the FCRBDB as follows:
 - a) In the review screen, check the box to make the review an old review
 - b) Click Interested Party Attended Screen
 - Select Interested Party from drop down box
 - Mark how they participated in the review
 - Verbal testimony personally presented to the FCRB
 - Substitute presented testimony during the review
 - Recording of testimony presented during the review
 - Written Testimony presented during the review
 - Post Review Testimony
 - Did Not Attend
 - Repeat until all interested parties have been entered into the FCRBDB
 - Click Save
 - c) Click schedule a review, which will cause the FCRBDB application to automatically schedule review for six months out. If this is not the correct date, change it. All other data fields except time of review will be populated for the upcoming review automatically.
- 7) If any final report is not submitted within 12 calendar days, the AA shall notify by email the Local Coordinator and Deputy Program Administrator of each missing report. AA will transmit final reports within 15 calendar days post review as follows:
 - a) Email final reports to DHS and DHS Supervisor and SWA if requested
 - b) Upload reports to EDMS as follows:
 - Log into EDMS
 - Select file on existing case

- Input JVJV#
 - Input County of Court Jurisdiction
 - Input last name
 - This will take you to the another screen
 - Select type of document as Report
 - Select type of Report as Foster Care Review Board
 - Browse for document and attach
 - Click Add
 - Click next and document will be filed
 - FCRB Questionnaires can be filed as attachments to the FCRB report in EDMS. If adding an attachment, it needs to go in prior to clicking on "Next":
 - Select type of document as Attachment
 - Select type of report as Attachment
 - Browse for document and attach
 - Click Add
 - Click next and document will be filed
- c) Email interested parties, except for attorneys, judges and county attorneys, who are subject to the same confidentiality requirements as CAB staff and volunteers. If an email address is not available, send the reports by regular mail. This includes:
- Service Providers
 - Placement providers
- d) Mail reports to parents, foster parents and other interested parties who are not subject to the state's confidentiality requirements.
- e) Attorneys/Judge/County Attorney will have access through EDMS. The AA will make FCRBDB changes in County Attorney and Judge designations within one month of changes in elections and appointments to these positions.
- f) Store Report as a Microsoft Word document to be used as the draft for the next review of the case. Files are shared through Google Drive.
- g) AA completes the "Timeliness of Review Reports" spreadsheet in Google Drive/Data Reports folder.
- 8) AA will process Comment Cards in **SurveyMonkey by entering answers from each comment card into the survey template.**
- 9) AA will input information into Administrative Report
- a) Number of total reviews (children reviewed) by board
 - b) Number of total slots by board
 - c) Individual hours/miles and training credit. **This process will be moved to CAMS in FY19.**
- 10) AA will send the Chairperson and Facilitator Summary Sheets to the Local Coordinator. AA will review Chairperson and Facilitator Summary Sheets to be advised of any upcoming Board Member absences.

- 11) AA will add the Barriers to Permanency from each Board report into the corresponding SurveyMonkey URL.
- 12) Case File Management – Distribution and Collection of Documents
 - a) For monthly Boards, the AA will prepare for Board Members the meeting agenda and case files needed for the upcoming FCRB meeting and mail or deliver to the Facilitator. Frequently, documents will arrive at CAB after the case files have been mailed or delivered. This requires the AA to provide a “second mailing” of documents to the Board Members, and to notify the Facilitator of the specific, new documents to access on Google Drive. If there are technical issues preventing the Facilitator from accessing Google Drive, then the AA will email the pertinent documents to the Facilitator. At the end of each monthly Board meeting, the Facilitator will deliver the case files for the subsequent review to Board Members, collect documents files and Board Member notes for cases reviewed at the meeting, and mail or deliver the collected materials to the AA for safekeeping until the next scheduled review of the cases.
 - b) For bi-monthly Boards, the AA will prepare the needed case files and mail or transmit via Google Drive to the Board Members 30-21 calendar days in advance of the meeting. The Facilitator will collect the files and notes from the Board Members at the end of the meeting and mail or deliver the materials to the AA for safekeeping until the next scheduled review of the cases.
 - c) The Facilitator will access all records needed for the reviews at each Board meeting from Google Drive.
 - d) When a Facilitator resides or facilitates in the town where the FCRB office is located, Board Member files will be dropped off no later than 5 calendar days post-review.
 - e) When a Facilitator does not reside in the town where the FCRB office is located, Board Member files will be shipped to and from the Facilitator using UPS. (Resource 36 for UPS Instructions)
 - AA consults with the Facilitator to have the box of returning Board Member files picked up by UPS to discuss any special instructions for the pick-up location or time.
 - AA will schedule the pick-up through UPS to have the box picked up and returned to the FCRB office.
 - f) Upon receiving the box of files, the AA will sort the Board Member files by child and store the files at the local office. Each child has an accordion file where the Board Member files are maintained.

7.E. FCRB Hearing Cancellation

- 1) Cancellation of individual reviews.
 - a) When a child/group scheduled for review returns home or is adopted prior to the review day, the AA will remove the child/group from the agenda and revise the agenda accordingly. The revised agenda will be sent to appropriate DHS staff and Facilitator.
 - b) A cancellation notice is sent to interested parties for the child/group that is no longer being reviewed.

- c) When the review times for other children on the agenda have changed, the AA will enter the new review times in the FCRBDB Review screen and send new notifications to affected interested parties.
 - d) If the child goes home within 2-3 calendar days of the scheduled review, then the AA will enter "training" into the vacant slot instead of changing other review times due to short notice.
- 2) Cancellation of FCRB meetings due to inclement weather.
 - a) For weather-related issues, the Local Coordinator will consult with the Facilitator and Chairperson to make a determination about delaying or canceling an FCRB meeting day.
 - b) If a change is determined to be necessary, the Local Coordinator will inform the AA who will immediately notify the Board Members and IPs about the delay/cancellation.
 - c) The Local Coordinator/AA will also notify the meeting facility about the cancellation.
- 3) Cancellation of FCRB meetings due to meeting facility issues.
 - a) If the facility used for the FCRB meeting is closed on the day of the meeting with little notice, the Facilitator will consult with the Local Coordinator to determine whether another convenient, alternate facility is available. If no facility is available, the Facilitator will notify the Board Chairperson and the FCRB meeting will be cancelled.
 - b) Local Coordinator will inform the AA who will immediately notify the Board Members and the IPs about the cancellation.
- 4) Rescheduling a cancelled FCRB meeting.
 - a) When a meeting day is cancelled, the Local Coordinator will determine a new date for the reviews to be held after checking with the Board Members, meeting location and Facilitator about availability. The Local Coordinator will notify the AA of the new date.
 - b) AA will update the Review screens in the FCRBDB with the new date and time.
 - c) AA will revise the agenda and send it to the agenda recipients and Board Members, and will send new notifications to IPs.

7.F. Foster Care Review Board Data Base (FCRBDB) Maintenance

- 1) AA will process mail in the FCRBDB as it comes in from postal mail, EDMS or electronic mail.
- 2) If termination of parental rights occurs the AA will update FCRBDB
 - a) In FCRBDB on Parent Screen, input TPR date; two fields are available to indicate separate termination of parents. Add JV TPR # on main screen.
 - b) Mark Do Not Notify on the Interested Party Screen
- 3) AA will complete Monthly Administrative Report on the Google Drive by the 5th working day of the following month.
- 4) AA will complete Quarterly 4E Reports
 - a) Email to DIA designee

- b) Email to CAB supervisor
- 5) AA will complete monthly IP Attendance report and send excel version to Deputy Program Administrator for FCRB as soon as all monthly reports are entered into the FCRBDB. The DPA compiles monthly attendance reports and distributes a quarterly IP attendance report to DHS SAMs and SWAs in addition to making it available for CAB staff.
- 6) AA will complete additional reports upon request by management.

7.G. Foster Care Review Board Leadership

- 1) Annually (generally during December) every FCRB will hold an election for the positions of Chairperson and Vice Chairperson. The Facilitator is to preside over the election process as outlined in the FCRB Facilitator Handbook.
- 2) At the end of a Board Member's term, the Board Member will participate in a progress review of his/her service to the FCRB. (Resource 37)
- 3) It is important for the Facilitator to meet the needs of the Board Members and to complete the requirements in the contract with CAB. To assist with this process, evaluations will be completed at least annually, and more often as desired by CAB. The forms used to help compile information are the Board Member Assessment of Facilitator Services (Resource 34) and the Staff Assessment of Facilitator Services (Resource 35). Results will be shared with the Facilitator by the Local Coordinator. This is intended to help maximize performance and satisfaction with the services under contract.